A GUIDE TO WORK EXPERIENCE
FOREWORD

Welcome to A Guide to Work Experience, in partnership with Barnet Youth Parliament. We hope that this guide will better inform you about the work experience opportunities available in London and surrounding areas, providing you with more of an insight into your industry of interest. In this guide, we have tried to cover a wide range of industries to suit everyone’s needs also opening more young people up to a number of future potential employers.

In the past young people have commented that work experience opportunities are very poorly or unsuitable promoted, meaning even though there are many opportunities out there, young people simply are not aware about them. In addition to this, we have found that many young people don't have the skills or knowledge to apply for work experience such as CV writing skills or knowing how to write a cover letter.

Therefore, this guide also includes advice and information on writing CV’s and covering letters and little tips to help you stand out to employers. You have to be able to speak and write in way to be able to make a good impression on an employer. This is especially important now due to the massive competition for employment and work experience between young people.

At this age you may or may not know which career path you would like to go down. Work experience is an excellent tool to help you decide what you want to do as it provides you with an overview of certain industries allowing you to make an informed decision as to what you want to study and do in the future.

As a Member of Youth Parliament I am committed to representing the voice of young people and particularly focussed on improving the access to work experience opportunities and careers advice. I wish you every success in gaining work experience and possible future employment and hope that this guide is of great assistance to you.

Nikhil Malkan

Barnet Member of Youth Parliament
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**BANKING & FINANCE**

**HSBC**
HSBC is one of the world's largest banking and financial services organisations. They offer one-week structured programme for people aged 14-18 who have an interest into financial services. You’ll experience what it’s like to work in one of HSBC's retail, commercial, operational or head office areas (subject to availability). But remember, places are limited so you’ll need to apply quickly and be prepared to pass a few tests.

Find out more: [jobs.hsbc.co.uk/apprentices/work-experience-programme.aspx](http://jobs.hsbc.co.uk/apprentices/work-experience-programme.aspx)

**RBS**
The Royal Bank of Scotland is a British banking and insurance holding company, based in Edinburgh, Scotland.

**Work Experience Programme:**
A one week work experience placement for 15 - 17 year olds in a local RBS branch where you'll gain valuable employability skills such as: team work, problem solving and networking skills. In addition you will develop numeracy, literacy and IT skills. There are a limited number of places on the programme and you’ll be asked to complete a short application form and attend an interview.

Find out more: [www.rbsbankyoubuild.com/school-leavers/work-experience-programme](http://www.rbsbankyoubuild.com/school-leavers/work-experience-programme)

**Career insight programme:**
The career insight programme is for year 13 students keen to gain an insight into the working life of a large financial institution. Runs through August and September and you'll have the chance to shadow graduates and take part in workshops.

Find out more: [www.rbsbankyoubuild.com/school-leavers/career-insight-programme](http://www.rbsbankyoubuild.com/school-leavers/career-insight-programme)

**NOMURA**
First Step Sixth Form Programme
Nomura is a global investment bank and provides services in over 30 countries. The programme is aimed at talented, ambitious individuals in year 12 or 13 and provides you with a 3-day insight into the fast-paced environment of an investment bank. You will take part in a variety of activities from networking events to group project work.

Find out more: [www.nomura.com/europe/careers/](http://www.nomura.com/europe/careers/)

**J.P. MORGAN**
J.P Morgan one of the world's largest investment banks operating in more than 50 countries.

**Insight Days**
J.P Morgan offer three programmes for year 13 students. A general school insight day open to everyone and two Winning Women insight days open to female applicants only. You’ll be able to learn about the various aspects of investment banking, taking part in seminars, presentations and having trading floor tours.

**Work Experience - Aspiring Professionals Programme**
The APP is a year-long support programme for high-achieving sixth-form students from low-income backgrounds across the UK with an interest in pursuing a career in banking/finance. It consists of skill development and university awareness workshops throughout a 2 week placement. The programme is open to year 12 students.

Find out more: [careers.jpmorgan.com/student/jpmorgan/careers/europe/schools](http://careers.jpmorgan.com/student/jpmorgan/careers/europe/schools)

**MORGAN STANLEY**
Morgan Stanley is a global investment bank and run two pre-undergraduate programmes.

**Open Day**
An open day is hosted by the company in July open to all students in year 13. The day includes networking opportunities with business representatives at various career stages and across all divisions and departments to really enable you to get a sense for the varying roles.

**Step In, Step Up**
Three-day insight programme in February and July aimed at female students in years 12 and 13. The programme consists of many elements, including case studies, group presentations, panel sessions, interactive workshops and networking opportunities. Participants also have the opportunity to tour live trading floors.

Find out more: [www.morganstanley.com/about/careers/eprograms_emea.html](http://www.morganstanley.com/about/careers/eprograms_emea.html)
CREDIT SUISSE

Steps to Success

Credit Suisse is a global banking group. They offer a programme for A-level students called Steps to Success. The Steps to Success Scholarship Program is a two-year program for outstanding A-Level students in the UK who are from an underprivileged or underrepresented background. The program consists of one four-week and six-week summer internships in London, which will take place after year 13 and your first year at university.


BANK OF AMERICA MERRILL LYNCH

Female Futures

This two-day insight programme is a great chance for you to explore different career options and enhance your skill set for the workplace. At this event, you will gain an insight into our lines of business, spend time networking with senior female leaders and learn the skills required to be successful.

Banking Uncovered

A two-day insight programme for year 12 and 13 students. This event will develop your employability skills and affords an excellent opportunity to meet their employees across all lines of business. You will take part in interactive skills sessions and hear directly from our new graduates.

Find out more: campus.bankofamerica.com/search-and-apply/pre-internships/

BNP PARIBAS REAL ESTATE

Work Experience

Two week work experience programme for school pupils to give them an overview of the working environment and a taster of possible careers within property. The applications are ad hoc meaning that you will need to email the department and enquire about work experience with a CV and covering letter.
**LAW SOLICITORS**

**ALLEN & OVERY**

The Smart Start Experience

Aimed at year 12 students to give them a chance to spend a week getting an insight into the world of business. The week’s activities are aimed at building confidence and developing skills, from improving personal impact, to analysing, negotiation, presentation and team working. To apply and register your interest, email: Sue.Wisbey@AllenOvery.com

Find out more: www.allenovery.com/corporate-responsibility/probono-community/education/Pages/smart-start.aspx

**EVERSHEDS**

Eversheds is one of the world’s largest corporate law firms, with over 40 offices based in the world’s major economic centres.

Eversheds Unlocked

This programme is aimed at year 12 students who are interested in the legal profession and have a genuine interest in career in law. You will receive a firsthand experience in a top law firm and also receive university advice and the skills you need to get your dream job. Direct applications open in early 2015.

Find out more: www.eversheds.com/global/en/where/europe/uk/overview/careers/unlocked/index.page

**FRESHFIELDS BRUCKHAUS DERINGER**

Freshfields is an international law firm and also part of the magic circle (the five leading law firms based in the UK), having 28 offices worldwide.

Work Experience Programme

Freshfields offer a work experience programme during the summer for any students in year 10 and above. Over the week you will be placed in one of the legal departments, shadowing lawyers and also networking with like-minded students from across the UK. In addition you will receive career advice sessions, work on group projects and have the opportunity to go on trips to areas of law. If you’re interested, email uktrainees@freshfields.com, with a CV and covering letter.

**PINSENT MASONs**

Pinsent Masons offer one week work experience placements to 16 year olds studying towards their AS or A Levels, during the summer. Throughout the week you will take part in business exercises, attend presentations and seminars and also shadow a number of different departments.

Find out more: www.pinsentmasons.com/en/graduate_1/pre-university/school-work-experience/

**BERWIN LEIGHTON PAISNER**

BLP is an award-winning international law firm that provides legal services to well-known brands, including National Grid, The Financial Times, Tesco and Thames Water to name just a few.

Career Kickstart Programme

The BLP Career Kick-Start programme is designed to help those of you in Years 12 or 13 to plan your career by offering you a detailed insight into what it’s like to work in a City law firm. The programme comprises a week of activities, including the following: career support sessions, work shadowing, skills sessions and social activities. To find out more, email Claire.England@blplaw.com.

Or also have a look at this brochure: BLP Work Experience Programme

**KINGSLEY NAPLEY**

Kingsley Napley offer work experience opportunities to students who are at least 16 years of age. You will have the opportunity to discover all aspects of a law firm from administration to shadowing solicitors. If you wish to apply, email a CV and covering letter to recruitment@kingsleynapley.co.uk.

Find out more: www.kingsleynapley.co.uk/careers/work-experience-schemes
BARRISTERS CHAMBERS

'Chambers' are offices for self employed barristers and they may also share it with other barristers.

OUTER TEMPLE CHAMBERS

Outer Temple Chambers offer work experience placements to school students between the ages of 14 to 18. You will spend most of your time with the staff in the chambers but may also have the opportunity to visit the Royal Courts of Justice and attend court with a barrister. Ask your careers advisor in school to contact Outer Temple Chambers directly to make a request.

Email: clerks@outertemple.com

Find out more: www.outertemple.com/work-experience/index.html

4 NEW SQUARE CHAMBERS

The chambers offers a two day work experience placement to anyone aged 16 or above with 8 GCSE’s at grades A*-C and at least A grades in English and Maths. You will learn about how a chamber operates conducting tasks such as photocopying, filing and delivering barristers’ papers.

Find out more: www.4newsquare.com/recruitment/work-experience.aspx

DOUGHTY STREET CHAMBERS

Doughty Street Chambers offers a well rounded work experience for students aged between 14 to 18, made up of visiting courts primarily, with some group activities, administrative support and, dependent upon availability, the opportunity to speak to several barristers about the reality of life at the Bar.

Find out more: www.doughtystreet.co.uk/join-us/work-experience

MATRIX CHAMBERS

Matrix run a one week work experience programme for GCSE and A level students. Your duties will include things such as: photocopying, filing, taking barristers’ papers to court etc. Placements are not available during the months of August and September.

Find out more: www.matrixlaw.co.uk/Information/Opportunities%20at%20Matrix.aspx

HARDWICKE CHAMBERS

Hardwicke offer a one week placement for 15 - 17 year olds which gives students an overview of an organisation in the legal sector and you may also get an opportunity to shadow a barrister. Follow the link below and complete the application form, in addition to producing a CV and email it to: work.experience@hardwicke.co.uk.

Find out more: www.hardwicke.co.uk/recruitment/work-experience

GARDEN COURT CHAMBERS

Garden Court Chambers offer work experience placements to students in full time education under the age of 18. The chambers does not offer placements in the months of March, June, August and September. You should apply with a CV and covering letter specifying which dates you want the work experience on.

Email: workexperience@gclaw.co.uk

Find out more: www.gardencourtchambers.co.uk/join/mini-pupillage-and-work-experience/

PATHWAYS TO LAW PROGRAMME

‘Pathways to Law’ is a programme run by the Sutton Trust aimed at year 12 students who have a strong interest in law. The programme lasts two years and throughout the programme you will undergo work placements at top law firms, be mentored by a university undergraduate and get skills and advice sessions at partnering universities including University of Oxford, UCL etc.

Find out more: www.suttontrust.com/programmes/pathways-to-law/programme-outline/

MAGISTRATES OR CROWN COURT

Many courts are happy to accept requests for work experience from school students. This is a brilliant opportunity to get a hands-on experience of how the English legal system actually operates. If you are interested in gaining experience in HM Courts, then either email or write to your local court enquiring about a placement, outlining: the school you attend, personal and academic achievements and your interest in law. In addition you may also send a cover letter.

Find out more about your local court: courttribunalfinder.service.gov.uk
**PwC**

PwC is a world leading professional services organisation, providing expertise to many businesses and entrepreneurs on aspects such as tax, IT, and financial deals.

**Business Insight Week**

PwC offer a business insight week for students in year 12 to gain an insight into a career in business. Throughout the week, you will receive training related to your role, employability skills workshops, work alongside employees in an office of your choice, working on live projects and buddying up with a PwC Higher Apprentice. In addition on the last day, you will experience a real Assessment Day and receive guidance on the opportunities that PwC could offer you in the future. To apply, you will need to complete an online application form, complete some verbal and numerical tests and also have a telephone interview. The placements will be during the summer between year 12 and 13 and last for a week.

Find out more: [www.pwc.co.uk/careers/schools/flying-start-degrees/business-insight-week.jhtml](http://www.pwc.co.uk/careers/schools/flying-start-degrees/business-insight-week.jhtml)

**Ernst & Young**

**Insight Days**

Insight days are for students in years 12 or 13. On the day you will receive information and support to help you make your future decisions on your study options available to you. You’ll also meet business people, support for job applications and network with other young people.


**Smart Futures**

Smart Futures is a three week paid programme for year 12 students in one of EY’s offices. During this time, you will have the chance to learn about different work areas, interact with, and learn from entrepreneurs and senior business people, meet other organisations from across different industries, from the arts to financial services and healthcare, to gain hands on experience of business. Following the programme you will then be assigned a mentor who will support you throughout year 13, providing advice with decisions about further education and careers. Click here to register your interest or email smartfutures@eyfoundation.ey.com for further queries.

Find out more: [ukcareerguide.ey.com/schools/ey-smart-futures](http://ukcareerguide.ey.com/schools/ey-smart-futures)

**McKinsey & Company**

**Leadership Academy**

McKinsey & Company run a leadership programme for sixth form students. Throughout the programme, you meet new students from across the UK and Ireland at a two-day residential and learn about leadership and develop practical work skills. In addition, you will gain information about management consulting as a career option.


Email: McKinsey_leaders@future-foundations.co.uk

**EY Skills Academy**

Held in the London office, this is a short residential course for Year 12 students. Through a broad range of interactive exercises, you’ll learn more about yourself, how you work with others and what an organisation like Ernst & Young needs from you. You’ll build your business skills by solving real client problems, and meet business trainees as well as some of EY’s most senior people. Click here to register your interest.

MARKETING & PR
MARKETING AND PR

CHI & PARTNERS

CHI Partners are an advertising and marketing agency, created ten years ago, who work with many large companies such as Argos, Talk Talk, British Gas and many more. They offer work experience for students aged mainly 16 and above however GCSE students may also be able to apply. If you are interested send a covering letter and CV to recruitment@chiandpartners.com also explaining your interest into PR and into the company itself.

Find out more: www.chiandpartners.com/about-us

LANGLAND

Langland is an international advertising agency who has recently received awards for being the world’s most creative healthcare agency. They offer a limited number of week-long placements for students in years 11-13 and also offer agency ‘taster days’ during the summer for students wanting to find out about the various opportunities within advertising. If you are interested, then email recruitment@langland.co.uk with details of your age, school or university, what kind of experience you’re looking for, when you’d like it and for how long.

Find out more: www.langland.co.uk/#/careers/work-experience

DARE

Dare are a creative advertising agency who work with major clients such as Sony, Sainsbury’s, Barclays and many more. They offer one or two week work experience placements for school students in creative, planning and account management departments. If you’re interested, then send a CV to workexperience@thisisdare.com giving details of your interest in the company.

Find out more: www.thisisdare.com/join

BBH LONDON

BBH is a global creative agency. They work with the world’s biggest brands to deliver integrated digital, broadcast, print and brand publishing communications. They offer one week work experience within their office departments. If you’re interested, email oneweek@bbh.co.uk with a CV and cover letter.

Find out more: www.bartleboglehegarty.com/london/about/

FCB INFERNO

FCB Inferno is a creative agency with several large companies including Sky, Coca Cola, and Oreo as previous clients. They offer work experience placements to students. If you’re interested, email placements@fcbinferno.com with a CV and cover letter.

Find out more: www.fcbinferno.com/about/

JWT LONDON

JWT London is a communications agency which creates Ideas with Intelligence. Their clients include Nokia, HSBC, Diesel and many others. They offer work experience to students in their London office. If you’re interested, email london.workexperience@jwt.com.

Find out more: jwt.co.uk/about
SCIENCE & MEDICINE
UCL

UCL offer work experience in their Department of Physics and Astronomy to students aged 16 - 18 years old. They offer a research group placement where you can choose from placements ranging from astrophysics to biological physics. They also offer hands-on laboratory experience in the summer. If you would like to apply to either of the schemes, you should email your CV and cover letter (detailing your interest in Physics, current subjects studied, your GCSE grades/predicted grades and any relevant experience you may have), to C.Jordan@ucl.ac.uk.

Find out more: www.ucl.ac.uk/phys/outreach/work_experience

IMPERIAL COLLEGE

Pre-Medical Programme

Aimed at students aged 16-24 who have an interest in studying medicine. The placements last for about one or two weeks, where you will have to opportunity to observe the day to day running of clinics and wards.

Find out more: www.imperial.nhs.uk/workwithus/work-experience/pre-medical-program/index.htm

Departmental Work Experience

Imperial College London also offer work experience placements in some of their departments. If you are interested, click the link below and contact your desired department who may be able to organise a placement.

Find out more: www3.imperial.ac.uk/outreach/activities/workexperience

KINGS COLLEGE HOSPITAL

Work Placements

Kings College Hospital offer clinical work placements to students in or about to start their first year of A-levels. They also offer non-clinical work placements to those wanting experience in IT, HR and other administration departments that support the clinical services.

Find out more: careers.kch.nhs.uk/working/work-experience

Volunteering

Students over the age of 16 can also volunteer in Kings College Hospitals. You will be able to work alongside nurses and assist patients to make their stay as comfortable as possible. You will also receive full training however you will not shadow any medical professionals or receive any medical experience or training.

Find out more: www.kch.nhs.uk/about/get-involved/volunteering

BARTS HEALTH NHS TRUST

Work Experience

Barts Health is the largest NHS trust in the UK and offer clinical and non-clinical work placements. Check the website for updates of upcoming opportunities.

Find out more: www.bartshealth.nhs.uk/work-for-us/work-experience/

Volunteering

Barts Health also offer opportunities to volunteer in hospitals in range of roles from admin to staff support. You must be in year 12 or above or over the age of 17 and be able to attend at least once a week for six months.

Find out more: www.bartshealth.nhs.uk/work-for-us/volunteer-for-us/

NATURAL HISTORY MUSEUM

The NHM offer work experience to students in year 10 and above. You will have the opportunity to work either in one of the specialist science departments or with the visitor service group. Placements last one or two weeks and there 6 opportunities every year during each holiday period to go on an placement.

Find out more: www.nhm.ac.uk/about-us/jobs-volunteering-internships/volunteering-interns-information/work-experience/

GENERAL HOSPITAL WORK EXPERIENCE

Many hospitals do accept requests for work experience, however they do not advertise formal programmes. If you would like work experience in a hospital then contact your local hospital or GP enquiring about work placements. You may need to be over 16 to gain a place due to health and safety reasons.

Find NHS Trusts in your area: www.nhs.uk/service-search
QUEEN MARY UNIVERSITY

Queen Mary University offer work experience placements in some of their schools/departments. They also offer medical placements in clinical medicine or for medical research. If you're interested find out the contact details of your desired school/department and enquire directly.

Find out more: www.hr.qmul.ac.uk/workqm/workexperience/73178.html

GLAXOSMITHKLINE

GlaxoSmithKline plc is a British multinational pharmaceutical, biologics, vaccines and consumer healthcare company. They offer work experience to students in year 12/13 studying science, IT or engineering. The placement locations are in their Research & Development sites in Stevenage, Ware and Harlow.

Find out more: uk.gsk.com/en-gb/careers/school-students/
ENGINEERING
ENGINEERING

ENGINEERING EDUCATION SCHEME
EES is an EDT programme aimed at year 12 students who have keen interest in the STEM industry. You will work in a team of 4 - 6 students on a real engineering/scientific project lasting 6 months. The scheme entails a company visit, university residential, hands-on work experience and opportunities to meet engineering professionals. You should be studying AS mathematics along with a science and/or technology subject, or appropriate vocational course.

Find out more: www.etrust.org.uk/ees/students

RAMBOLL
Ramboll is a leading engineering, design and consultancy company founded in Denmark in 1945. Ramboll offers work experience placements to UK school students throughout the year. These placements provide you with the chance to work as part of a team, introducing you to a variety of tasks including computer analysis, problem solving and site visits. The placements normally last around 2 weeks however, special provisions can be made. To apply, email work.experience@ramboll.co.uk with a CV and cover letter.

Find out more: www.ramboll.co.uk/careers/students/school%20students

ROLLS ROYCE
Rolls Royce offers a work experience programme for 14 to 19 year olds to give young people more of an insight into the world of engineering. Due to the high volume of requests Rolls Royce receive, requests can only be accepted from schools or colleges and not individual students. Fill out the attached spreadsheet on the website by getting your teacher to do so or click here to open up the attachment and email to rcolley@astonmartin.com. Alternatively post to address given in the form.

Find out more: www.rolls-royce.com/careers/students_and_graduates/education_and_work_experience/Work_experience_for_14_19_year_olds/

MCLAREN
McLaren offer week long placements to school pupils, however places are very limited. They only offer placements during the months of May to July.

Find out more: www.mclaren-jobs.com/workexp.php

ASTON MARTIN
Aston Martin also offers the opportunity for young students to undertake a one week's work experience placement available in various business functions. Work experience is available for students aged between 15 and 17 who are currently enrolled in a local school or college. To apply, download the work experience application from the website or click here to open up the attachment and email to rcolley@astonmartin.com. Alternatively post to address given in the form.

Find out more: www.astonmartin.com/careers/internships
**MEDIA**

**BBC**

The BBC four application windows every year and each one will last two weeks. There are several categories of Work Experience available in each location. You can only choose one category out of: Television, Radio, News & Journalism or Business & Support. Applications are now open for placements in October, November and December. If you're aged 14-18, you can only apply for opportunities with BBC Radio 1. However, after the age of 18, you can access all categories.

Find out more: careerssearch.bbc.co.uk/jobs/job/Work-Experience-Opportunities-in-London-%20within-Radio/9265

**TIMEINC.UK**

TimeInc.UK are a leading publishing company of magazines and offer work experience in their internal departments as well for the brands that they represent. The placements mainly consist of work shadowing, last for one to two weeks and a maximum of four weeks. You can find a list of their brands [here](#).

Find out more: www.timeincuk.com/careers/amazing/work-experience/

**M&C SAATCHI**

M&C Saatchi is an international advertising agency network. They offer work experience to all students (GCSE and up). For more information, you can email zoem@mcsaatchi.com.

Find out more: www2.mcsaatchi.com/Rec_WorkPlacement2015.html

**GLOBAL RADIO**

Global is one of the UK’s leading media and entertainment companies who own famous radio brands including, Capital, Heart and LBC. They offer work experience to students aged 16 or above through their Global Academy. The placements range from one to three months, however take some time to research the business to find out what you would want to do.

Find out more: jobs.thisisglobal.com/academy
GOVERNMENT

HOUSE OF COMMONS

The House of Commons has many departments for you to gain work experience in, from things like HR and finance to the vote office and public bill office. Work placements are available for 14 to 18 year olds and you will have to complete an application form to apply.


WORK FOR AN MP

Many MP’s are happy to offer work experience in their offices with their secretaries as well personally shadowing them. You can contact your local MP or one of your choice to enquire about work experience outlining: who you are, which school/college you attend, which courses you are studying, why you want to work in an MP’s office and also how long you would like the placement to last.


Find out who your local MP is: [www.parliament.uk/mps-lords-and-offices/mps/](http://www.parliament.uk/mps-lords-and-offices/mps/)

MODEL WESTMINSTER

Model Westminster is an educational organisation, which focuses on providing an introduction to the policy-making process. This is a two-day policy making conference for young people, designing tangible policy making proposals gaining an understanding of the structural and agency arrangements of the British Government. The proposals will then be presented to your local MP to possible put them into practice. You can register your interest here.

Find out more: [modelwestminster.org.uk/about/](http://modelwestminster.org.uk/about/)
HOSPITALITY & CATERING
HOSPITALITY & CATERING

THE ROYAL GARDEN HOTEL

The Royal Garden Hotel is a five-star luxury hotel located in Central London and has been the hotel of choice for many international sportspersons and musicians. They offer one or more weeks of unpaid work experience as part of school or college curriculum in key departments such as front office, food and beverage, the kitchen and many more. If you're interested in gaining work experience with RGH then email humanresources@royalgardenhotel.co.uk.

Find out more: www.royalgardenhotel.co.uk/hotel-careers/learning-partnership

JURY'S INN

Jury's Inn is a chain of hotels located in city centres throughout the UK, Ireland and Czech Republic. They offer first class work experience opportunities to students in areas such as Reception, Meeting & Events, Accommodation and many more. If you would like to apply please click here.

Find out more: www.jurysinns.com/careers/work-experience-placement-opportunities

SPRINGBOARD INSPIRE PROGRAMME

Springboard is a charitable organisation helping young people to break into the catering and hospitality industry. They have links with many employers in the industry such as hotels and restaurants and through their INSPIRE programme they can offer work experience opportunities with these employers. The programme is only for students over the age of 16 however they do also opportunities for under 16's. Click here to apply.

Find out more: www.careerscope.uk.net/getting-into-work/inspire-work-experience

DELAWARE NORTH

Delaware North Companies UK is the exclusive provider of hospitality and food services at the most iconic sports stadium in the world including Wembley Stadium and The Emirates Stadium, home to Arsenal football club. They offer work experience to school students and advertise vacancies on their website.

Find out more: careers.delawarenorth.co.uk/vacancies/vacancy-details.aspx?VacancyID=335

A GUIDE TO WORK EXPERIENCE
OTHER

SOCIAL MOBILITY FOUNDATION

SMF are an organisation who aim to increase the social mobility for young people from low-income backgrounds to allow them to access a wide range of opportunities. SMF offer 4 different programmes for 16-17 year olds.

Aspiring Professionals Programme

The APP consists of four main aspects. You will have a dedicated e-mentor from your chosen career sector, university application support, internship opportunities in a large range of different businesses and also professional development and career support. In the past internships have been carried out in the offices of the Prime Minister, Nick Clegg, Ed Miliband, Credit Suisse and many more prominent employers. Go to the website and find out if you meet the eligibility criteria.

Whitehall Internship Programmes

The Whitehall Programme is designed for those interested in a career in Government and Politics. If you are successful, you will be placed in one of various government departments, including, HM Treasury, Cabinet Office and Ministry of Defence. All travel and food expenses will be paid for and you will have the choice to stay in residential accommodation.

City Talent Initiative

CTI is an initiative to support high achieving young people to gain access into the financial services industry. You must have an interest in accounting, banking & finance or business, and the programmes are supported by J.P Morgan, RBS, Ernst & Young and Strutt & Parker. You’ll gain work experience at one of these firms and depending on your performance you may be able to secure longer, paid internships from year 13 until you graduate. In addition you will gain careers advice and university support.

The Speaker’s Parliamentary Placement Scheme

This scheme aims to tackle the nature of unpaid internships by providing nine month long paid internships designed to open up parliament to people. The scheme places 10 successful candidates into an MP’s office for nine months allowing them to gain an insight into Westminster politics. The scheme is open to anyone of any age and any location.

Find out more about all programmes: www.socialmobility.org.uk/programmes/

ASDA AND GEORGE

Asda George offer a work experience programme for 14-16 year olds in one of their retail stores. This is an excellent opportunity to gain a valuable insight into the retail industry as well as develop a range of skills to help you in the working world. You will learn about the basics such as stacking shelves then to the more complex stock management processes.

Find out more for George: www.george.jobs/starting-the-journey/work-experience/about-work-experience/

Find out more for Asda: www.asda.jobs/stores/starting-the-journey/work-experience/about-work-experience/

GARDINER & THEOBALD

Gardiner & Theobald are an independent global consultancy firm for the construction and property industry. They offer one to two weeks work experience for GCSE and A level students in their offices. This is a structured programme where you have the opportunity to attend building sites and meetings, working on a range of documents and also meeting some of the graduate and trainees to get their views on what working in the industry is like.

Find out more: www.careers.gardiner.com/work_experience/what_to_expect/

RIDER LEVETT BUCKNALL

Rider Levett Bucknall is an independent, global property and construction practice with over 3,500 people in more than 120 offices across Asia, Oceania, Europe, Middle East, Africa and the Americas. They offer work experience placements to school and college students in different departments. If you would like to be considered for a placement, email a copy of your CV with a covering letter to workexperience@uk.rlb.com. Also include the following information:

• Why you wish to gain work experience with Rider Levett Bucknall
• Which office you would like to work in
• What dates you are looking to join us
• What discipline interests you the most and why (Quantity Surveying, Building Surveying, Project Management or Specialist Advisory)

Find out more: rlb.com/careers/emea/school-leavers/

A GUIDE TO WORK EXPERIENCE
AGGREGATE INDUSTRIES

Aggregate Industries quarries, manufactures and supplies a wide range of heavy building materials to the construction industry. They offer work experience to school students in one of their departments. They have many different sites across the UK. During the work experience, you will be able to see firsthand what happens on a typical day on the job. If you’re interested get in touch with their HR team through their contact form which can be found in the link below.

Find out more: www.aggregate.com/employment/futurepath/work-experience/

SKANSKA

Skanska is one of the world’s leading construction groups with expertise in construction, development of commercial and residential projects. They offer work experience during the summer period to GCSE and A level students. The placements include on-the-job training and hands-on experience.

Find out more: www.skanska.co.uk/Careers/School-leavers/
GENERAL ADVICE
GENERAL ADVICE

Finding work experience won't come about easily. You have to be patient and ensure that you chase down employers as they can quickly forget. Email as many companies as possible and utilise all the contacts available to you. Ask teachers, parents, family members, anyone possible who may be able to get work experience for you in their company. If you're looking for retail experience, go into your local retail stores with a CV and enquire about work experience and retail companies generally don't advertise opportunities on their website.

A few tips for when contacting employers

* If you're calling up employers, make sure you do it in a quiet area and have a pen and paper ready
* Always be polite
* Be formal
* If you don't know the name of the person when emailing address it as ‘Dear Sir/Madam’
* Have your CV beside you, in case you need to answer any questions about your experience and skills
* When writing letters or emails, if you know the person's name, use 'Yours Sincerely' otherwise use 'Yours Faithfully'

Click here to see a work experience email template
Your CV (Curriculum Vitae) and covering letter gives you the chance to showcase your talent to the employer, showing off all of your skills and abilities. You want to be able to sell yourself to show the recruiter that you're the right person for the job.

**CV'S**

A few tips...

- Put your personal details at the top of the document in the header.
- Your CV should not be longer than two pages
- Use a minimum font size of 9 and maximum of 12
- Use font styles 'Times New Roman' or 'Tahoma'
- Don't make the font too small to fit in more info
- Don't make the font too large either to fill white space - white space can also be a good thing
- Put your name and headings in **BOLD**
- Use bullet points
- Always check for spelling mistakes - get someone else to read over it
- Use a sensible and professional email address

What to Include...

- Personal details - name, address and contact details
- Personal profile - a mini advert summarising your main skills and qualities, work experience and career aims.
- Education and Qualifications - start with your most recent qualifications first
- Interests and achievements - include your hobbies, interests and achievements (e.g. sports you like, subjects, competitions, DoE etc)
- Skills and qualities - any computer skills, languages you can speak, personal qualities etc.

[Click here](#) to see detailed information of what to put in each section.

[Click Here](#) to see some sample CV's.
COVERING LETTERS

Your covering letter is a document that is individual to you and the job you're applying for. Throughout your cover letter, you reference to points made in your CV and possibly expand on them to highlight and explain any skills gained or used which are relevant to the job.

A few tips…

* Keep it brief – around 5 paragraphs on one page is enough
* Use the same font style and text size as you do in your CV, so it looks neat
* Make it personal to the job and the company – this will give you the extra edge by showing the employer you’ve done your research
* Emphasise your strengths – you can provide more information on the skills and experience that are relevant to the job
* Check over it two or three times – look out for any spelling or grammatical mistakes.

The National Careers Service have produced an amazing advice section for cover letters, giving you all the information you need to impress employers.

Get some detailed advice and cover letter makeovers here.
USEFUL SITES
USEFUL SITES

nationalcareersservice.direct.gov.uk

gothinkbig.co.uk/

www.kent.ac.uk/careers/cv/goodbadCV.htm

www.russellgroup.ac.uk/home/

www.studentladder.co.uk
CONTACT DETAILS

HSBC Bank plc
8 Canada Square
London E14 5HQ
Tel: 020 7991 8888

The Royal Bank of Scotland Plc
Head Office
250 Bishopsgate
London
EC2M 3AA
United Kingdom
T: 020 7085 5000

Nomura
1 Angel Lane
London
EC4R 3AB
Tel: 020 7521 2000
Email: corporategraduaterecruitmentemea@nomura.com

J.P Morgan
Head Office
25 Bank Street
Canary Wharf
London
E14 5JP
United Kingdom
Tel: 020 7777 2000

Morgan Stanley
Head Office
25 Cabot Square
Canary Wharf
London
E14 4QA
United Kingdom
Tel: 020 7425 8000
Email: emeadiversityrecruiting@ms.com

Credit Suisse
One Cabot Square
London E14 4QJ
United Kingdom
Tel: 020 7888 8888
Email: campus.diversity@credit-suisse.com

Bank of America Merrill Lynch
Head Office
2 King Edward Street
London
EC1A 1HQ
United Kingdom
Tel: 020 7996 3528

BNP Paribas Real Estate
5 Aldermanbury Square
London
EC2V 7BP
Tel: 020 7338 4000
Email: realestate.press@bnpparibas.com

Allen & Overy LLP
One Bishops Square
London
E1 6AD
United Kingdom
Tel: 020 3088 0000

Eversheds
1 Wood Street
London
EC2V 7WS
United Kingdom
Tel: 0845 497 9797

Freshfields Bruckhaus Deringer
UK Trainee Recruitment
65 Fleet Street London
EC4Y 1HS
Tel: 020 7785 5554
Email: uktrainees@freshfields.com

Pinsent Masons
30 Crown Place
Earl Street
London EC2A 4ES
United Kingdom
Tel: 020 7418 7000
Email: graduate@pinsentmasons.com

Berwin Leighton Paisner
Adelaide House
London Bridge
London
United Kingdom
EC4R 9HA
Tel: 020 3400 1000
Email: hr@blplaw.com
A GUIDE TO WORK EXPERIENCE
A GUIDE TO WORK EXPERIENCE
Email: kch-tr.HrGeneralEnquiries@nhs.net, kch-tr.edt@nhs.net
Volunteering: kch-tr.volunteers@nhs.net

KCL Clinical Work Experience Placements:
Contact Dr Angela Grainger
Email: angela.grainger@nhs.net
Tel: 020 3299 1695

Barts Health NHS Trust
Mile End Hospital
Bancroft Road
London
E1 4DG
Tel: 020 7377 7000

Newham University Hospital
Glen Road
Plaistow
London
E13 8SL
Tel: 020 7476 4000

St Bartholomew’s Hospital
West Smithfield
London
EC1A 7BE
Tel: 020 7377 7000

The London Chest Hospital
Bonner Road
London
E2 9JX
Tel: 020 7377 7000

The Royal London Hospital
Whitechapel Road
Whitechapel
London
E1 1BB
Tel: 020 7377 7000

Whipps Cross University Hospital
Whipps Cross Road
Leytonstone
London
E11 1NR
Tel: 020 8539 5522

Natural History Museum
Recruitment Team
Natural History Museum
Cromwell Road
London

Queen Mary University
The School of Biological and Chemical Sciences
Queen Mary, University of London
Mile End Road
London E1 4NS
Email: sbcs@qmul.ac.uk
Tel: 020 7882 3200

School of Physics and Astronomy
Queen Mary, University of London
327 Mile End Road
London, E1 4NS, UK
Tel: 020 7882 6964
Email: physics@qmul.ac.uk

School of Electronic Engineering and Computer Science
Queen Mary University of London
Mile End Road
London E1 4NS
Tel: 020 7882 3400

School of Mathematical Sciences
Queen Mary University of London
Mile End Road
London E1 4NS
Tel: 0207 882 5440
Email: outreach@maths.qmul.ac.uk

School of Medicine and Dentistry
Barts and The London School of Medicine & Dentistry
Garrod Building
Turner Street
Whitechapel
London, E1 2AD
Tel: 020 7882 8478
Email: smedadmissions@qmul.ac.uk

Natural History Museum
Recruitment Team
Natural History Museum
Cromwell Road
London
A GUIDE TO WORK EXPERIENCE

GlaxoSmithKline
GSK House (Headquarters)
980 Great West Road
Brentford
Middlesex
TW8 9GS
Tel: 020 8047 5000

Harlow
New Frontiers Science Park
Third Avenue
CM19 5AW
Tel: 01279 622000

Stevenage
Gunnels Wood Road
Stevenage Herts
SG1 2NY
Tel: 01438 745745

Ware, R&D site
Park Road
Ware
SG12 0DP
Tel: 01920 469469

Ramboll
Ramboll UK
60 Newman Street
London W1T 3DA
United Kingdom
Tel: 020 7631 5291
Email: work.experience@ramboll.co.uk

Rolls Royce
Rolls-Royce International Limited
65 Buckingham Gate
London
SW1E 6AT
Tel: 020 7222 9020
Email: workexperience2@rolls-royce.com

EDT Engineering Scheme
University of Southampton
M10 Building 16
Southampton
Hants
SO17 1BJ
Tel: 023 8059 7061
Email: southeast@etrust.org.uk

McLaren
McLaren Group Ltd
McLaren Technology Centre
Chertsey Road
Woking
Surrey
GU21 4YH
England
Tel: 01483 261500

Aston Martin
Rachelle Colley,
HR,
Banbury Road,
Gaydon,
Warwick,
CV35 0DB
E-mail: rcolley@astonmartin.com

BBC
Egton Wing
Portland Place
London W1A 1AA
Email: recruitment@bbc.co.uk
Tel: 0370 333 1330

Timelnce.UK
Blue Fin Building
110 Southwark Street,
London SE1 0SU
Email: recruitmentuk@timeinc.com
Tel: 020 3148 5000

M&C Saatchi
36 Golden Square
Soho
London
W1F 9EE
Email: zoe.miller@mcsaatchi.com
Tel: 020 7543 4500
For creative placements: stuart.martin@mcsaatchi.com

Global Radio
30 Leicester Square
London, WC2H 7LA
Tel: 020 7766 6000
Email: info@thisisglobal.com
Houses of Parliament
House of Commons Information Office
House of Commons
London
SW1A 0AA
Tel: 020 7219 4272
Email: workexperience@parliament.uk

Model Westminster
RPD International
Suite 1.3
Millbank Tower
Westminster

London, SW1P 4QP
070 7707 0774
hello@modelwestminster.org.uk

The Royal Garden Hotel
2-24 Kensington High St
Kensington
London
W8 4PT
Tel: 020 7937 8000
Email: humanresources@royalgardenhotel.co.uk

Jury’s Inn
London Croydon
Wellesley Road
Croydon, CR0 9XY
England
Email: jurysinnccroydon@jurysinns.com
Tel: 020 8448 6000

London Heathrow
Eastern Perimeter Road
Hatton Cross
Heathrow, TW6 2SQ
England
Email: jurysinnsheathrow@jurysinns.com
Tel: 020 8256 4664

London Watford
Clarendon Road
Watford, WD17 1JA
England
Email: jurysinnwaford@jurysinns.com
Tel: 01923 422 800

Springboard, Career Scope (INSPIRE Programme)
Springboard, 44 Copperfield Street
London
SE1 0DY
Tel: 020 7921 0420
Email: careerscope@springboarduk.org.uk

Delaware North
Email: joinme@dncinc.com

Social Mobility Foundation
1st and 2nd floor
43-47 Leadenhall Market
London
EC3V 1LR
Email: info@socialmobility.org.uk
Tel: 020 7183 1189

Gardiner & Theobald
10 South Crescent
London
WC1E 7BD
Tel: 020 7209 3000
Email: phoebe.taylor@gardiner.com

Rider Levett Bucknall
60 New Broad Street
London
EC2M 1JJ
Tel: 020 7398 8300
Email: workexperience@uk.rlb.com

Aggregate Industries
Contact Form:
www.aggregate.com/employment/futurepath/contact-us-futurepath/

Skanska UK Plc
Maple Cross House
Maple Cross
Rickmansworth
WD3 9SW
United Kingdom
Tel: 01923 776666
NAME

- Address
- Contact Number
- Email address

Profile

This is a mini advert to summarise up your skills, work background, achievements and career aims. It should only be a few lines long with a maximum of 100 words and must grab the reader’s attention. Avoid using generic terms such as 'hard working', 'reliable' or 'good communication skills' as this does not allow the employer to get a proper overview of your character. Highlight the relevant skills which relate to the job of interest. For example, if it’s for retail, outline your ability to deal with different types of customers or if it’s for banking emphasise your mathematical skills.

Education

Use bullet points or a table in this section to include:

- The university, school or college you went to starting from secondary school
- The dates the qualifications were awarded and any grades
- Any work-related courses

Work Experience/Career History

In this section, start with the most recent job/work experience first and work backwards. If you don’t have much work experience, highlight your education and training. You should include the employer, the dates you worked for them, job title and main duties. Use bullet points and try using action words to describe what you did in your job such as achieved, designed, established, supervised, co-ordinated, created or transformed. Point out any skills you used or gained during the job/experience and try to relate it to what the employer is looking for. Also you may include any voluntary experience e.g. Duke of Edinburgh.

Interests and Achievements

Including your interests, hobbies and achievements is an important part of your CV as it shows off more of your character to the employer. For example you can include things like if you’re a part of any type of club or society. Interests like sports or physical activities. This will show the employers that you’re pro-active. Avoid putting in activities that you would do alone such as reading a book, playing video games etc.

Additional information

Include in this section anything else that's relevant. This could include explaining a gap in your employment history or education (for example changing schools or universities). In addition, you can highlight any specific skills you have, for example if you can speak a foreign language or any ICT skills you have. Skills could also be put in a separate skills section as well.

References

For references, you can either list them on your CV - for example 'John Smith, Line Manager'. Or you can just write references available on request. If you’re in years 10 or 11 and may not have any previous work experience or employment, you can ask a teacher or any other kind of professional to write one for you.
Chris Cotts  
chriscotts@gmail.com, 21 Any Avenue, London, W1 S6Q  07628 123 456  

Profile  
I am an aspiring, conscientious student, currently studying in my first year of A-levels. I have the drive and ability to succeed accompanied with the leadership to work in a highly charged environment. I am motivated and enthusiastic to learn and develop on my personal skills while also being able to add to the culture and atmosphere of the company.  

Education  
London Academy, London  
2009 to Present  

GCSE  

Experience  
Freshfields Bruckhaus Deringer, Work Experience  
London, UK August 2013  
- Spent a week shadowing the corporate law department obtaining a firsthand view of the legal work involved in live transactions between companies.  
- Worked in a group of eight other students on a mock bribery case putting into action critical thinking, communication and investigative skills.  

Burges Salmon, Bright Sparks Work Experience  
Bristol, UK July 2013  
- A one week work experience placement where I shadowed the finance and paralegal department being set a number of tasks and networking with people of different levels.  
- Worked with 5 other students on a project to pitch a creative idea for a work experience alumni database, producing a brand name and logo, determining the financial viability in addition to creating a marketing strategy for the product.  

HM Revenue & Customs Work Experience  
London, UK July 2013  
- A one week work placement where I had the opportunity to shadow various different departments that allowed me to gain an in depth insight into the work and role of HMRC.  
- Worked independently on a variety of tasks, such as, electronically filing forms, sorting out incoming and outgoing post in addition to taking on workloads for ongoing projects.  

Extra Curricular Activities  

<table>
<thead>
<tr>
<th>Interests &amp; Hobbies</th>
<th>Responsibilities</th>
<th>Skills &amp; Qualities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charity Work</td>
<td>Football Team Captain</td>
<td>Able to communicate efficiently with others.</td>
</tr>
<tr>
<td>Musical Performances</td>
<td>Youth Forum Representative</td>
<td>Team Leader</td>
</tr>
<tr>
<td>Economics</td>
<td>School Council Member</td>
<td>Computing: Excel, PowerPoint and Word</td>
</tr>
<tr>
<td>Cricket</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

References Available Upon Request
Michael Davies
14 Any Road
Manchester, M72 1DE
Home: 0161 230 0020
Mobile: 07782 5678567
md75@email.co.uk

Profile

A versatile and professional law graduate with wide ranging experience in a variety of law-related areas including youth offending, debt and benefits advice, employment law, and housing. Seeking to combine academic achievements and work experience in a challenging role within the voluntary sector.

Education and Qualifications

2009 – 2012
LLB (Hons) in Law 2:1
Nottingham Trent University
Optional course modules: Employment Law, Contract Law, Consumer Law, Law and Medical Ethics, European Law.

2007 – 2009
Nottingham Sixth Form College
3 A-Levels
English Language (A)
Psychology (B)
Business Studies (B)

2002 – 2007
Ashburton Secondary School
9 GCSEs Grades A – C

Voluntary Experience

2010 – 2013
Volunteer Advisor TGH Advice Centre

- Providing independent, confidential and impartial advice to clients on debt, benefits, employment, housing, relationship and family issues for local voluntary organisation
- Interviewing clients face-to-face and over the phone to establish their needs
- Drafting letters and making calls on behalf of clients
- Referring clients to specialist caseworkers for complex problems or signposting to other agencies when appropriate
- Assisting clients to negotiate with companies and service providers to resolve any difficulties.
2007 – 2009 Volunteer Mentor Youth Offending Team

- Providing one-to-one support, guidance and encouragement to young people who are at significant risk of offending or re-offending
- Maintaining confidentiality, whilst ensuring child protection procedures and issues of disclosure are followed
- Supporting mentees to set positive goals and work towards achieving these
- Establishing and maintaining regular and timely contact with mentees.

Work Experience

2007 – 2009 Bar Supervisor Student Union Bar

- Served customers, maintaining excellent levels of customer service during busy periods
- Managed the bar in line with health and safety regulations
- Trained and supervised new bar staff
- Key-holder and responsible for opening and closing the bar within licensing hours
- Planned and organised staff rotas
- Ensured the bar area was stocked and well maintained.

Additional Information

- Confident with a range of IT packages including Word, Excel, Powerpoint, internet and e-mail
- Fluent in Spanish and French
- Full, clean driving licence.

Interests

- Team captain of the university hockey team
- Active member of the university Student Union.

References

- Available on request.
Delete the Appropriate (delete this line when complete)

Dear Sir/Madam or Mr/Ms ....,

I would like to enquire/apply about/for work experience at 'company name' for the week commencing 'insert preferred date'. Please find attached my CV and covering letter.

I look forward to hearing from you.

Yours Faithfully/Yours Sincerely,

'insert name'

Click Here for an editable template